OSHA OFFICE SAFETY

OVERVIEW

Modern offices have a great many safety hazards, such as:

- Noise
- Trips
- Falls
- Computers
- Heat
- Fumes
- And many others ....

OFFICE ACCIDENTS

Leading Types of Office Accidents:

- Falls
- Strains/Sprains
- Over-exertion
- Struck by/striking objects
- Spilled hot liquids
- Electric shock
- Environmental exposures
- Stress

COMMON SAFETY & HEALTH HAZARDS IN THE OFFICE

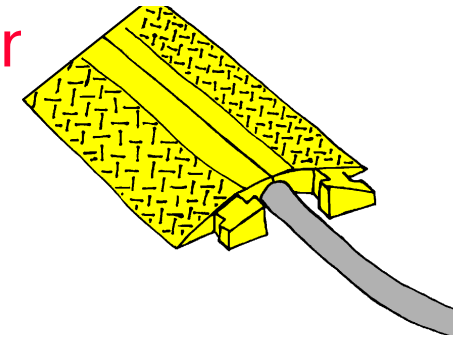
- Ventilation
- Illumination
- Noise
- Physical Layout/Housekee
- Exits/Egress
- Fire Hazards

COMMON SAFETY & HEALTH HAZARDS IN THE OFFICE

- Handling/Storage Hazards
- Electrical Equipment
- Office Furniture
- Office Machinery
- Ladders/Stands/Stools
- Office Tools
- Copy Machines
- Computer Monitors

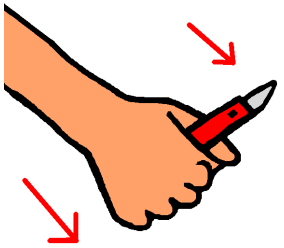
DO'S AND DON'T'S OF OFFICE SAFETY

- DO protect extension cords
- Do NOT put copy machines in small, unvented rooms
- DO install enough electrical outlets to reduce the number of extension cords being used
- Do NOT use equipment that is broker



DO'S AND DON'T'S OF OFFICE SAFETY

- DO store heavy objects on lower shelves
- Do NOT cut towards your body
- DO clean up spills
- Do NOT leave file drawers open
- DO use appropriate ladders and stands when accessing heights



DO'S AND DON'T'S OF OFFICE SAFETY

- Do NOT stand on the surface of office furniture
- DO record and report all accidents and incidents immediately
- Do NOT carry stacks of materials on stairs
- DO develop an office safety manual
- Do NOT lean back on chairs and put fee
  on furniture

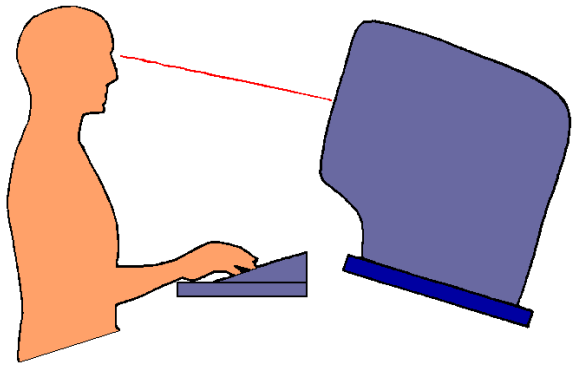
DO'S AND DON'T'S OF OFFICE SAFETY

- DO lift heavy loads correctly
- Do NOT store sharp objects loosely in a drawer
- DO place fans where they can't fall over
- Do NOT leave paper cutter blade unguarded
- DO limit the storage of combustibles
- Do NOT allow "horseplay" in the office

COMPUTER TERMINALS

OVERVIEW

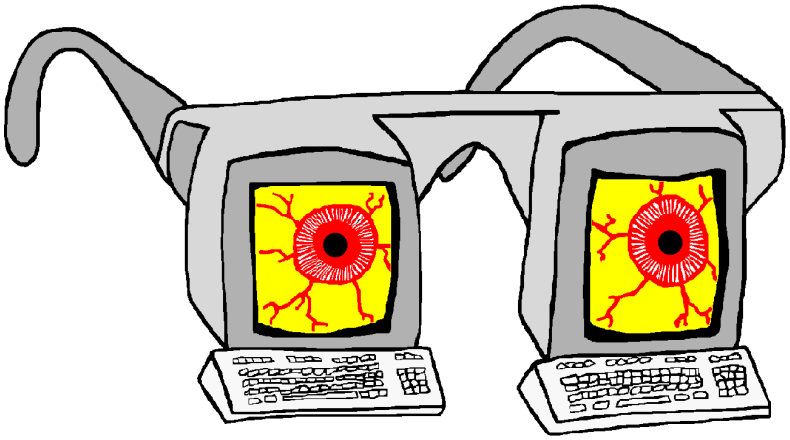
- Components
  - Display Screen (monitor)
  - Keyboard
  - Central Processing Unit
  - Accessories



COMPUTER TERMINALS

HEALTH EFFECTS

- Eyestrain
- Fatigue and musculoskeletal Problems
- Repetitive Trauma Disorder



COMPUTER TERMINALS

INTERVENTIONS

- Lighting (quantity, contrast and glare)
- Chairs (height, seatpan, and backrest)
- Display Screen (tilt and distance)
- Keyboard (detachable and adjustable)
- Exercises